

# Clinton County, Iowa Job Description

## Planning and Zoning Office

Job Title: Planning & Zoning Director	Job Code: Non-Union
Department: Planning and Zoning	Pay Grade: Non-Union
Revision Date: 04/11/2013	FLSA: Exempt

### SUMMARY

This position is responsible for administration, research, evaluation, and presentation of a wide range of functional areas including present and future land use planning, economic development, zoning, building, subdivisions and special projects which may be assigned. Reports to the Board of Supervisors.

### Essential Job Duties and Responsibilities:

- Ensures fair and uniform administration of land use controls including zoning, flood plain management, Master Plan, subdivision regulations, enforcement of the zoning and subdivision ordinances, as well as periodic review of these ordinances to determine if changes should be made.
- Serve as secretary to the County Planning and Zoning Commission and Board of Adjustment, preparing and publishing official notices and organization of public hearings.
- Provides staff support and recommendations to the Planning and Zoning Commission and Zoning Board of Adjustment. Reviews site-plans and platting documents prior to recommendations to approve or deny within County guidelines. Works with Environmental Health and the County Engineer for specialized review of septic, and road systems.
- Develops, maintains and controls departmental operating budget. May administer grant money associated with FEMA funding or pass-through funding.
- Answer questions from the public, realtors and lawyers about specific zoning of properties and how the ordinances apply to particular situations.

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- Assist the public in completion of applications including zoning permits, Board of Adjustment appeals, rezonings and the filing of subdivision plats.
- Review zoning permit applications for conformance with all zoning ordinances and grant or deny permits, as necessary; if denied, justify denial in writing.
- Maintain the official zoning map and Future Land Use Map and update when changes occur.
- Make copies of the zoning ordinances available to the public.
- Oversee billing, collection, recording and deposit of all zoning fees and costs.
- Update official copies of the ordinances administered by the Planning and Zoning Office when amended.
- Maintain a positive public image for the Planning and Zoning Commission and Board of Adjustment.
- Must be able to work cooperatively with other department heads including Auditor, Assessor, County Engineer, Sanitarian, GIS and IT.
- Must be able to physically inspect building sites and subdivisions under construction, as well as land considered for development or rezoning.
- Facilitate monthly Planning & Zoning Commission meetings by setting meeting agendas, preparing staff reports and presenting relevant information to County officials.
- Manage all zoning office functions including the organization and maintenance of Planning and Zoning office records.

#### **Minimum Qualifications Requirements - (Education and Experience):**

- Graduation from four year accredited college or university with major course work in planning, engineering sciences, architecture, public administration or a related field, and
- Preference for two years of professional planning or zoning experience including preparation/review of planning documents or related, or
- Any equivalent combination of training/experience that will have provided the required knowledge, skills, and abilities.

#### **Minimum Qualifications - (Knowledge, Skills and Abilities)**

- Must have good working knowledge of planning and zoning principles, as well as knowledge of legal implications of various land use control.

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- Working knowledge of the government processes and services, funding sources, and economic research methods.
- Ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, potential developers, County staff, and the general public including formal presentations.
- Ability to work independently and organize time to meet position demands.
- Must be able to read and understand surveys and legal descriptions.
- Ability to analyze and effectively resolve problem situations.
- Ability to draft ordinances, and regulations that comply with local and state laws.
- Ability to take correct and precise minutes for the Planning and Zoning Commission and Board of Adjustment.
- Ability to utilize personal computers and technology associated with the maintenance and documentation of land use systems.

### Required Licenses/Certifications

- Must possess a valid Iowa Class C Driver's License or equivalent out of state license.

### Work Environment:

Facilitate public involvement and gather public input through communications such as interviews, surveys, hearings, and mailings;

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.